

# WIN-FRED METROPOLITAN PLANNING ORGANIZATION

Frederick County ❖ City of Winchester ❖ Town of Stephens City



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**WinFred Metropolitan Planning Organization  
Chairman Charles DeHaven, Jr.  
Policy Board Meeting Minutes - March 20, 2019**

**Frederick County Administrative Offices  
First Floor Conference Room  
107 North Kent Street, Winchester, Virginia**

| <b>WinFred MPO Policy Board<br/>Member Jurisdiction Representatives</b> |                         |   |                                 |   |                              |
|---|-------------------------|---|---------------------------------|---|------------------------------|
|   | <b>Frederick County</b> |   | <b>VDOT</b>                     |   | <b>Staff</b>                 |
| ✓   | Charles DeHaven, Jr.    | ✓ | Randy Kiser                     | ✓ | Brandon Davis                |
|   | Judith McCann-Slaughter |   | <b>Non-Voting Members</b>       | ✓ | John Madera                  |
| ✓   | Kris Tierney            |   | Mack Frost, FHWA                | ✓ | Karen Taylor                 |
|   | <b>Winchester</b>       |   | Tony Cho, FTA                   |   | <b>Others</b>                |
|   | John Hill               |   | Ciara Williams, DRPT            | ✓ | Josh Janney, Winchester Star |
| ✓   | Eden Freeman            |   | Rusty Harrington, FAA           |   |                              |
|   | Bill Wiley              |   | <b>Alternates</b>               |   |                              |
|   |                         |   | John Willingham<br>(Winchester) |   |                              |
|   | <b>Stephens City</b>    | ✓ | Perry Eisenach (Winchester)     |   |                              |
|   | Mike Majher             | ✓ | Tim Youmans<br>(Winchester)     |   |                              |
|   |                         | ✓ | Mike Ruddy (Frederick)          |   |                              |
|   |                         | ✓ | Terry Short (VDOT)              |   |                              |
|   |                         |   | Matt Dana (VDOT)                |   |                              |
|   |                         | ✓ | Ed Carter (VDOT)                |   |                              |
|   |                         |   | Brad Reed (VDOT)                |   |                              |



**Policy Board Meeting Minutes  
Frederick County Administrative Offices - First Floor Conference Room  
107 N. Kent Street, Winchester, VA  
March 20, 2019 - 10:00 a.m.**

**1. ADMINISTRATIVE ITEMS**

- A. Adoption of Agenda – Motion to adopt made by Ms. Freeman, seconded by Ms. McCann-Slaughter. Motion carried.
- B. Welcome and Introductions – Chairman DeHaven welcomed everyone to the meeting followed by a roundtable of introductions.
- C. Review and approval of the Draft Minutes of the December 19, 2018 Policy Board Meeting – Motion to approve made by Ms. McCann-Slaughter, seconded by Mr. Tierney. Motion carried.
- D. Financial Report – Provided for information only.
- E. Draft March 5, 2019 Technical Advisory Committee Meeting Minutes – Provided for information only.
- F. Review and endorsement of a request for FTA Section 5310 Grant assistance from the Shenandoah Area Agency on Aging (SAAA) - A representative from SAAA will give a brief presentation on the request. Mr. Bob Haas gave a brief transportation report and an overview of the grant application. Following Mr. Haas’s report, Mr. Tierney made a motion for the MPO to endorse the grant application, seconded by Ms. Freeman. Motion carried.

**2. Public Comment Period – None reported.**

**3. Presentation on VDOT’s Connected & Automated Vehicle Program – Virginia Lingham, VDOT**

Ms. Lingham gave a PowerPoint presentation on VDOT’s Connected & Automated Vehicle Program. Following the presentation, Ms. Lingham announced that VDOT will be holding an Automated Vehicle Workshop on April 15<sup>th</sup> at Blue Ridge Community College.

**4. Update on I-81 Legislation – Terry Short, VDOT**

Mr. Short gave an update on I-81 legislation. He stated that 2.2 billion dollars in regards to projects have been identified. A fund has been established but no funding resources have been allocated. Mr. Davis reported that an I-81 committee has been established by the Chambers of Commerce in the region; he will be serving on this committee. He stated that 2-3 meetings will be held over the next year. These meetings will try to identify local ideas for viable funding alternatives for the 2020 General Assembly session.

**5. Consideration of Letter to CTB Member Mr. Dixon Whitworth Regarding Bridge Replacement Funds at Exit 313**

Mr. Davis stated that on March 5, 2019 the WinFred MPO TAC took action to request consideration by the Policy Board for approval of a letter encouraging Mr. Whitworth’s efforts to secure the remaining +/- \$5M for the capacity improvements as part of the exit 313 bridge replacement project on I-81. Following Mr. Davis’ review of the letter, a motion was made by Ms. McCann-Slaughter approving the letter to Mr. Whitworth, seconded by Ms. Freeman. Motion carried.

**6. Upcoming Meeting Schedule**

- A. Project Steering Committee: TBD
- B. Technical Advisory Committee: Tuesday, April 2, 2019 @ 10 a.m.
- C. Policy Board: Wednesday, April 17, 2019 @ 10 a.m.

## **7. VDOT/DRPT/Staff Updates**

- Draft FY2020 Unified Planning Work Program Tasks – Ms. Taylor handed out and reviewed a list of the draft FY20 UPWP tasks. She stated that staff will present the draft FY20 UPWP at the April meeting.
- VDOT SYIP Upcoming Public Meetings – Mr. Madera reported on the upcoming meetings.
- MTP Project Prioritization – Mr. Madera stated that Terry Short and Brad Reed met with Tim Youmans, John Bishop and himself in regards to prioritizing projects in the Long Range Transportation Plan. The projects will be screened, scored and ranked to create a constrained long range plan. He stated that this process is designed to promote projects that fair well with Smart Scale.
- North Winchester Area Study Update- Mr. Short stated that signal count data has been provided and that he plans to give a robust update to the TAC in April.
- Route 7 STARS Study – Mr. Short stated that signal data has been completed and the existing conditions report will be done within the next 60 days.
- Mr. Davis brought up for discussion a possibility of hiring additional MPO staff. He stated that with the upcoming workload in FY20 there may be a need for an additional project manager for MPO projects.

**Motion to adjourn at 11 a.m. made by Ms. McCann-Slaughter, seconded by Mr. Youmans. Motion carried.**

**Glossary of Acronyms on Next Page**

### Glossary of Acronyms

**CAC**- Citizen Advisory Committee- Serves as an advisory committee to the MPO Policy Board to solicit public input and provide citizen perspective on MPO projects. Conduct public hearings and public input sessions on selected projects at the direction of the Policy Board.

**CLRP** – Constrained Long Range Plan – A fiscally-constrained list of projects drawn from the Vision Plan element of the LRTP. All CLRP projects must have an estimated cost and a revenue source identified.

**FHWA** - Federal Highway Administration - Within the US Department of Transportation, FHWA is responsible for highway issues, including federal laws and regulations related to metropolitan transportation planning.

**FTA** - Federal Transit Administration- With in the US Department of Transportation, FTA is responsible for public transit issues, including federal laws and regulations related to metropolitan transportation planning.

**FTA Section 5303 Funds** - This program supports transit planning expenses to support cooperative, continuous, and comprehensive planning for making transportation investment decisions in metropolitan planning areas.

**FTA Section 5310** - Transportation for Elderly Persons and Persons with Disabilities - The goal of the Section 5310 Program is to provide assistance in meeting the special transportation needs of elderly persons and persons with disabilities. The program is designed to supplement other FTA or assistance programs by funding transportation projects for elderly person and persons with disabilities in all areas – urbanized, small urban, and rural.

**LRTP**- Long Range Transportation Plan- Developed and approved by the MPO, the LRTP is a regional plan that includes all transportation projects and programs that the MPO realistically anticipates can be implemented over the next 25 years. LRTP’s may include a VISION PLAN, which is a list of all projects (a “wish list”), but must also include a CLRP. In order to receive federal funding, transportation projects must be included in the LRTP and the TIP.

**MPO** - Metropolitan Planning Organization - Federal transportation laws and regulations require the establishment of an MPO in every urbanized area of the U.S. with a population over 50,000. MPOs are responsible for meeting the federal metropolitan planning regulations for transportation.

**STP Funds** - STP funds are Federal Funds disbursed through State DOT’s for Surface Transportation projects.

**TAC**- Technical Advisory Committee- Serves in an advisory capacity to the Policy Board of the MPO. The TAC works with MPO staff to formulate the UPWP, the LRTP, and provides technical review and assistance on numerous MPO projects undertaken as called out in the UPWP.

**TIP** - Transportation Improvement Program - Approved by the MPO Policy Board, it is a list of projects and programs that will be implemented over the next six years. In order to receive federal funding, transportation projects must be included in the Constrained Long Range Plan and the TIP. Amendments are major changes to a project included in the CLRP, TIP or STIP that are not Administrative Modifications.

**UPWP** – Unified Planning Work Program- MPOs must adopt and implement an annual work program and budget known as the Unified Planning Work Program (UPWP). The UPWP identifies all activities to be undertaken by the MPO during the fiscal year which begins July 1<sup>st</sup> and ends the following June 30th.

**VDOT - Virginia Department of Transportation** – The Agency responsible for statewide transportation facility planning, construction, and maintenance. VDOT is separate from the Virginia Department of Rail and Public Transportation (VDRPT).

**VDRPT - Virginia Department of Rail and Public Transportation** – The Agency under the Virginia Secretary of Transportation (as is VDOT) provides technical and financial assistance to Virginia's public transit.